



# HUMBOLDT STATE UNIVERSITY

## Policy governing proposed Minors, Academic credit-granting certificates, and concentrations

[Policy Number]

Academic Policies Committee

**Applies to:** All new proposals for minors, academic-credit granting certificates and concentrations.

**Supersedes:** Curricular Guidelines for Minors at HSU (4/10/2011) and amends the Guidelines for Approving New Certificate Programs (3/11/2014 - #29-13/14-ICC).

### **Purpose of the Policy**

This policy revision intends to make more clear what minors, academic credit-granting certificates and concentrations are at HSU. The policy also provides guidance for new and proposed minors, academic credit-granting certificates and concentrations including assessment and requirements for submitting new minors, academic credit-granting certificates and concentrations.

### **Table of Contents** *(optional; suggested for longer documents)*

- I. Definitions
- II. Policies governing new proposals for minors, academic-credit granting certificates and concentrations
- III. Specific guidelines for proposing new minors
- IV. Specific guidelines for proposing new concentrations
- V. Specific guidelines for proposing new academic credit-granting certificates

### **Definitions**

**Minor.** A minor is a course of study designed to emphasize a disciplinary or multidisciplinary specialty, or area of special interest, for a matriculated student. Minors will be 12-24 units and offer a sustained course of study that complements academic work. Students are generally prohibited from earning a major and minor from the same degree program. Exceptions can be made in combinations in which: 1) at least 9 units required for the minor are not already required for the major. In cases where there are concentrations within the minor or major, a student must take concentrations such that at least 9 units for the minor are not counted towards the major, and 2) the major and minor must have different titles.

**Certificate.** An academic credit granting certificate is a cohesive course of study, shorter than a degree program, designed to provide students with training focused to

enhance their professional/career opportunities. A certificate is a course of study designed to increase the skills associated with a specific area of study. A certificate may be awarded to a person, matriculated or not, who completes the designated course of study. Academic credit-bearing certificates are often provided through extended education but may be offered by academic programs at the BA or MA levels. Certificates may be used for professional qualifications.

*Concentration.* A concentration is a focus within a major program that is less than half of the units in a major program that appears on a student transcript. Emphasis is a subdivision of a concentration that does not appear on a diploma. Prior to implementation of any option, concentration, or special emphasis (or similar subprogram) approved under this delegation, the campus shall obtain a Chancellor's Office confirmation of compliance with CSU policy and applicable law (EO 1071).

### **Policy Details**

#### **II. Policies governing new proposals for minors, academic-credit granting certificates and concentrations**

Minors, academic credit-granting certificates and concentrations are subprograms of academic units at Humboldt State. Every subprogram will uphold the vision and responsibilities of Humboldt State University and the California State University system.

Academic credit-granting certificates shall be 6-20 units. Concentrations shall be less than half of the major program.

Minors can be academic credit-granting certificates if they are skill-focused and approved as such but are not automatically available as certificates.

Minors shall be regularly reviewed and shall be included in the upcoming 7-year program review cycle.

Academic credit-granting Self-support certificates must meet all current standards for academic programs at Humboldt State. Academic credit-granting certificates proposed for self-support shall be designed primarily for career enrichment or retraining. Credential or academic credit-granting certificate programs can be offered by an academic department or by extended education.

For a degree, credential, or certificate program, or for individual academic-credit-bearing courses to be offered in extended education: (1) CSU Operating Funds shall be either unavailable or inappropriate for supporting the offering(s), and (2) at least one of the following additional criteria shall be met:

- a. The courses or program is designed primarily for career enrichment or retraining (Education Code section 89708); or

- b. The location of the courses or program offerings is removed from permanent, state-supported campus facilities; or
- c. The course or program is offered through a distinct technology, such as online delivery; or
- d. For new programs, the client group for the course or program receives educational or other services at a cost beyond what could be reasonably provided within CSU Operating Funds; or
- e. For existing programs, there has been a cessation of non-state funding that previously provided for educational or other services costing beyond what could be reasonably provided within CSU Operating Funds. (1099)

At the discretion of the University, academic credit earned in certificate programs may be awarded at the graduate and undergraduate levels. Certificate programs may grant Continuing Education Units (CEUs), or they may include non-credit offerings. Each certificate proposal shall address the number of credits needed for completion and be explicit about the academic credit for matriculated students. There may be additional policies necessary to planning and developing certificate programs that grant academic credits.

Faculty teaching in all programs that offer credit-bearing certificates must be reviewed through appropriate APS/HR procedure.

Credit granting self-support certificates shall result in a positive impact on HSU facilities, services, faculty, staff and students as per EO 1099 supplanting policies.

Academic credit-granting certificates, minors and concentrations must be reviewed and approved by the ICC according to guidelines. Proposals will be submitted using appropriate curriculum forms and/or online review software such as Curriculog.

Stateside academic credit-granting certificates will be covered by tuition, but self-support academic credit granting certificates have additional charges.

Each proposed new minor, academic credit-granting certificate or concentration will be proposed by the sponsoring academic unit and then must be reviewed and recommended by each of the following:

- Sponsoring department (if appropriate)
- Academic dean (if appropriate)
- ICC
- Senate
- Provost
- President
- Chancellor's office (in the case of new concentrations)

### III. Specific guidelines for proposing new minors

The following criteria must be met when proposing a new minor:

- Describe the program need/rationale for the new minor framed by the institution's vision and strategic goals. Provide evidence that the new minor will have sufficient enrollment. Describe how the minor will enhance student education.
- The exact title of the new minor being proposed.
- List of courses and descriptions for all required units for the new minor. All prerequisite courses must be clearly identified. If the minor requires completion of HSU general education courses before entering the minor, these shall be clearly identified as prerequisite courses. If the program allows for the choice of courses, all pathways shall be clearly mapped to ensure consistent application of minor learning goals.
- Any new courses created for the minor must be clearly identified in the proposal.
- All course work for a minor must be satisfied with a 2.0 GPA in minor work or above. Any additional GPA requirement must be included in the proposal.
- Students must have 6 HSU units in residence for any minor or 9 units if the minor is more than 20 units.
- Students must take at least 6 units for the minor at the upper division (300 and above) or 9 units if the minor is more than 20 units.
- A maximum of 3 units for the minor can be internships or independent study unless the minor is designed to include more and has prior approval.
- All courses that meet the requirements of a minor may be used, as appropriate, simultaneously to meet requirements in general education, credentials, certificates, or complementary studies.
- The curriculum for a minor course of study must meet at least three of the Institutional Learning Outcomes (ILOs) for Humboldt State University. Proposals must include an assessment plan that would allow for the student learning that met those ILOs to be demonstrated.
- Documentation of all campus-required curricular approvals.

### IV. Specific guidelines for proposing a new concentration

The following criteria must be met when proposing a new concentration:

- Describe the program need/rationale for the new concentration framed by the institution's vision and strategic goals. Provide evidence that the new

concentration will have sufficient enrollment. Describe how the concentration will enhance student education.

- The exact title of the new subprogram and the complete degree designation and title of the major degree program housing the new subprogram (e.g., Bachelor of Science in Chemistry with a Concentration in Biochemistry);
- A list of courses and required units constituting that new subprogram;
- Total units required to complete the entire degree, including the combination of subprogram and major program;
- The complete list of courses and required units constituting the major degree program as approved by the Chancellor's Office (EO 1071);
- A 4-year major-and-subprogram roadmap for first year students and a 2-year major-and-subprogram roadmap for transfer students;
- The CSU degree program code (formerly called "HEGIS") that students use to apply to the major degree program;
- The campus-proposed CSU degree program code to be used to report enrollments in the concentration (may be the same as the degree code);
- A detailed cost-recovery budget for self-support subprograms to be offered within state-support major degree programs; and
- Documentation of all campus-required curricular approvals.

#### V. Specific guidelines for proposing a new academic credit-granting certificate:

The following criteria must be met when proposing a new academic credit-granting certificate

- Describe the program need/rationale for the new academic credit-granting certificate framed by the institution's vision and strategic goals. Provide evidence that the new academic credit-granting certificate will have sufficient enrollment. Describe how the academic credit granting certificate will enhance student education.
- Proposals for academic credit-granting certificates shall meet the standards outlined in the HSU policy on certificates (<https://policy.humboldt.edu/policy-certificates>).
- New certificate proposals shall clearly identify the type of certificate (Academic, non-credit, certificate of participation).
- Clear explanation of the academic credit earned or not earned through the completion of the certificate.
- Self-support academic credit-granting certificates (in conformance with EO 1099 and EO 1102) must include:
  - specification of how all required EO 1099 self-support criteria are met;

- assurance that the proposed program does not replace existing state-support courses or programs;
- evidence that the academic standards associated with all aspects of academic credit-granting certificates are identical to those of comparable state-supported CSU instructional programs;
- explanation of why state funds are either inappropriate or unavailable;
- a cost-recovery program budget;
- the student per-unit cost;
- the total cost for students to complete the program.

This policy uses elements of the San Francisco State policy on Certificate Programs, the CSU Channel Islands Policy on Minors, CSU Channel Islands Certificate Requirements, CSU Monterey Bay Policy on Program and degree concentrations, and CSU Executive Order 1099.

### **Expiration Date**

### **History**

Issued: MM/DD/YYYY

Revised: MM/DD/YYYY

Edited: MM/DD/YYYY

Reviewed: MM/DD/YYYY

Updated: March 8, 2018